

I. INTRODUCTION

The Commander, Marine Forces Reserve (MARFORRES), is under the command of the Commandant of the Marine Corps. Headquarters, MARFORRES is organized to effectively administer the Marine Corps Reserve, and to prepare those units and individuals for assimilation into the Active Force when mobilized. The Commander (Lieutenant General) of MARFORRES commands the Marine Corps Reserve until those units and individuals are ordered to active duty. The Commander, MARFORRES commands over 576 Marine Corps units located at over 160 sites throughout the United States and Puerto Rico.

The MARFORRES Headquarters and the four Major Subordinate Commands (MSC) are located in New Orleans, Louisiana.

This position is located in the Command, Control, and Communications (G-6) Directorate, MARFORRES Headquarters, 2000 Opelousas Avenue, New Orleans, LA 70114. The incumbent serves as the Head, Budgetary and Fiscal Branch. The incumbent reports to the Chief, Readiness and Resources Division in the G-6 Directorate. Incumbent is responsible for defining, prioritizing and filling MARFORRES G-6 requirements through coordination with the Budgetary and Fiscal Branch, staff action and research.

Incumbent additionally serves as a Contract Specialist providing development, design, production and sustainment support of information technology (IT) systems acquisition: particularly business systems including but not limited to pay, personnel, budget execution, orders writing, accounting and installation systems for the G-6 Directorate. Contract Specialist also provides this service to DoD components, services and agencies on a reimbursable basis.

II. MAJOR DUTIES

Fiscal Management: Serve as G-6 Directorate fiscal specialist for all fiscal matters, providing customers guidance and knowledge of formulating and executing a program office budget and funding policies. Provide, consult and support customers with DoD planning, programming, budgeting, and execution processes; congressional enactment processes; and the budget execution process preparation of system cost estimates. Works on a wide range of budgetary processes including DoD estimating requirements and guidance; estimate use and structure, analogy estimates, parametric estimating, improvement curves, inflation, risk, and economic analysis. Determine and provide actions for basic cost risk concepts, subjective probability assessment, goodness-of-fit testing, and basic simulation concepts. Advise and report to the Readiness and Resource Division Head on all fiscal matters while managing and reconciling the budget for all G-6 funds. Tracking the status of all G-6 managed government, federal, and NGO sourced services, invoices, and contracts. Update and maintain the G-6 budget tracking mechanism(s) and provide shared situational awareness of all G-6 fiscal matters. Provide representation for the G-6 financial related review(s) and reconciliation(s).

Business and Financial Management: Provides input into the G-6 Directorate's IT capital planning and investment process, to define and execute expenditure plans and ensure effective use of all available resources. Participates in Command working groups, such as the National

Guard and Reserve Equipment Appropriation (NGREA) working group, as directed. Advises the Readiness and Resources Division Head on all matters relating to business and financial management within the G-6 Directorate.

IT Systems Acquisition: Advise customers on DoD regulatory and technical frameworks, common software risks, software and system architectures, lifecycle reviews and software development and integration processes. Review and analyze concepts in DoD IT systems and software acquisition management for appropriate usage within MARFORRES. Work in integrated product teams by providing an overview of systems acquisition principles, policies and processes. Knowledge of DoD policies, concepts and best practices for the management and acquisition of IT systems. Manage the development of DoD information communications technology systems within the Directorate; issues related to capital planning and investment control and (CPIC) portfolio management, enterprise architecture, cybersecurity, acquisition planning, systems test & evaluation, and systems engineering. Acquire, manage, engineer, test, and evaluate DoD software systems. Defense Acquisition Workforce Improvement Act certification and Six Sigma Green Belt certification are required.

Contract Planning: Serve as primary advisor on acquisition processes; knowledge of Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) information pertaining to the purchase of requirements. Provide Cost-Volume-Profit analysis, calculate contribution margin estimates, and develop cost estimating relationships in order to accomplish an effective price analysis pursuant to FAR Subpart 15.4. Advice on principles and sources of law relevant to procurement, including fiscal law.

Serves as a contract specialist being the liaison with the Regional Contracting Office (RCO), satisfying customer needs through the initiation of Government procurement contracts. Responsible for working with the RCO on the full range of pre-award and post-award function, e.g., price/cost analysis, negotiation, administration and termination in the G-6 Directorate; procuring a wide range of IT, hardware/hardware maintenance, software/software maintenance, telecommunications and technical services. Procurement action involve contracts that oftentimes will generate intense interest.

Customer Relations: Consults with and supports customers providing technical expertise and advice on contracting matters; maintains open communication channels with customers, providing professional, courteous and timely feedback through regular phone calls or visits. Keeps customers apprised of project status and procurement issues of mutual concern, striving to maintain agreed upon schedules and promptly advising customers when schedules or estimated delivery dates change.

Pre-Award: Reviews and analyzes internal requests for procurements and revises the scope of work or specifications as necessary. Works with the RCO to determine the method of procurement, the contract type and development of the acquisition plan to assure project completion in a timely and efficient manner. Develop organizational justifications for other than full and open competition; assists in identifying statutory authority and other required clearances; and assists the RCO in preparing needed documentation. Assists in preparing solicitation documents. Analyzes organizational specifications to ensure their adequacy and recommends

revisions, identifying exceptions or changes needed in standard contract provisions to accommodate unique circumstances. Evaluates technical submissions, bids or offers for responsiveness to the solicitation as received from the RCO. Assists in performing cost and/or price proposal analyses; reviews cost breakdowns, direct and indirect costs. Coordinates the establishment of a technical evaluation committee or source selection evaluation board to determine acceptability of technical proposals; prepares Source Selection Authority/chair and as such makes cost/technical trade-offs. Resolves differences between board members and prepares or oversees the preparation of the board's evaluation reports.

Post-Award: May take part of initial conferences with the contractor to review information, to clarify standard and special provisions of the contract and to maintain liaison with the contractor. Serves as liaison between the G-6 Directorate and RCO for negotiating delivery and progress schedule changes; determining whether the contractor has fulfilled all contract requirements, any corrective actions needed and/or monetary adjustments for deficiencies, investigating and resolving differences of fact. Monitors the contractor's performance via phone conversations, correspondence, reports, vouchers and observation; maintaining contractor's compliance with contract, regulatory and statutory provisions. Determines status of contract performance scheduling and problems that have arisen and propose solutions. Assists in interpreting provisions for contractors and for officials of customer agencies and provides advice and guidance. Identifies areas requiring further negotiation and establishes the Directorate's position. Takes appropriate action to ensure contract compliance.

Monitors contract files to ensure timely completion of required contractual actions, such as the exercise of contract options. Will assist the RCO in processing modifications to contracts or requesting execution of modifications and supplemental agreements. Assist the RCO in preparing memoranda to explain rationale and methods used in arriving at final price.

Termination: Based on customer feedback, determines whether and when to terminate contracts for the convenience of the Government or due to contractor default. Manage and complete all invoice validation and reconciliation actions and requirements.

Development and Solution Implementation: Recommends and writes requirements documents and procedures supporting command's missions. Assists in the development of changes to policy and procedures. Reviews, recommends and personally writes changes to policies and procedures. Defines responsive action to fill shortfalls by recommending corrective actions.

Research: Ascertains G-6 Directorate requirements through staff action and study of concepts, issues and acquisition objectives. Active participation in working groups and professional societies and maintenance of working relationships with professional peers in Government, industry and academia.

Liaison: Informs the Readiness and Resources Division Head of the status and progress of programs, maintains collaborative working relationships with profession peers and billet equivalents in MARFORRES, other major commands, other services and Headquarters Marine Corps. Liaises with MARFORRES Counsel when required.

Fiscal Personnel Oversight: Reports on fiscal personnel performance to the Readiness and Resources Division Head. Coordinates with personnel representatives on performance issues. Manage requirements and coordinate with each of the G-6 Contracting Officer Representative(s) (COR).

Task Tracking and Execution: Executes, tracks and reports status on all assigned tasks. Task tracking and reporting will be done both verbally and through the task tracking system designated by the Readiness and Resources Division Head. Additionally, is responsible for reporting, tracking and executing tasks assigned to the G-6 Directorate from MARFORRES, G-6 and other working groups.

Briefs and Paper Preparation: Draft position papers on issue within scope of duties. Brief will be electronic, written or verbal as directed.

Additional Roles & Responsibilities: Incumbent may have, but not limited to, an additional 10 percent of duties, roles and responsibilities determined by supervisor(s).